



U.S. Department of Agriculture Personnel Security Bulletin #03-03



Subject: Requirement of Agencies to Provide the Miscellaneous Obligation Number (MO#) on Form SF-86, Questionnaire for National Security Positions, and SF-85P, Questionnaire for Public Trust Positions.

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Agriculture

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For Administration

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Procurement and
Property
Management

Personnel and
Document Security
Division
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Subject:

Agencies are required to provide their Miscellaneous Obligation Number (MO#) when submitting Form SF-86, *Questionnaire for National Security Positions*, and SF-85P, *Questionnaire for Public Trust Positions*, to the *Personnel and Document Security Division (PDSD)*.

Issue:

Presently, agencies are only required to provide their Accounting Data and Agency Case Number in Part 1, block O, of the SF-86 and SF-85P. The National Finance Center (NFC) has determined that in addition to the Accounting Data and Agency Number, the MO# is needed to properly charge USDA agencies/staff offices for the cost of their background investigations.

Date Issued:

May 1, 2003

Effective Date:

May 1, 2003

Scope and Effect:

This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program.

Supersession:

This Bulletin does not supercede any previous guidance issued.

New Procedure:

Effective May 1, 2003, USDA agencies and staff offices must provide the MO#, along with the Accounting Data and Case Number, in Part 1, block O of the SF-86 and SF-85P. The MO# will expedite NFC's payment process.

Exception(s) to this Procedure:

None.

Background:

In an effort to improve the efficiency of processing payments for USDA's background investigations, NFC informed PDSD that the MO# is needed, in addition to the Agency Data and Agency Case Number, to provide a more efficient method for processing payment for investigative services.

Further Information: For further information, please contact PDSD at 202-720-7373.
